

Quick Reference Guide

Walla Walla Community College — Degree/Certificate Annual Report Form

Due: Fall Quarter

◆ Purpose

This form helps us:

- Reflect on **student success** and program outcomes
 - Document **curriculum updates & equity efforts**
 - Identify **goals and resource needs** for the coming year
 - Streamline reporting by using **existing SLOA & IR data**
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◆ Sections at a Glance

1. Basic Information

- Program, department, year, submitter, date

2. Review of Previous Goals

- What goals did you set last year?
- What progress/outcomes did you see?
- What adjustments did you make?

3. Courses, Curriculum & Outcomes

- List reviewed courses & related **PLOs/ILOs**
- How were outcomes assessed?
- Note curriculum changes or updates

4. Student Success Data *(use IR dashboards where possible)*

Workforce programs to review all metrics below. Arts & Sciences and Transitional Studies will focus on the highlighted items)

- Enrollment, demographics, retention, completion
- Course success rates **(Arts & Sciences, Transitional Studies)**
- First year Math/English completion **(Arts & Sciences, Transitional Studies)**

- Employment/transfer outcomes (if available)

5. **Achievement Gaps & Equity Efforts**

- Which gaps are you addressing?
- What actions/training/outreach occurred?
- Any measurable impact yet?

6. **Continuous Improvement & Goals for Next Year**

- What changed this year and why it mattered
- Your new goals (2–3 focus areas)
- Resource/budget/professional development needs. (Provide a justification for the request, how does it support the college's goals)
- Incorporate advisory committee feedback (if applicable)

7. **Signatures**

- Faculty Lead, Chair/Director, Dean, VPI
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◆ **Tips for Faculty**

- Pull from **Quarterly SLOA forms** to avoid duplication
 - Use **Institutional Research dashboards** for data summaries
 - Be concise — focus on evidence, reflection, and next steps
 - If a section doesn't apply, write "N/A" (not applicable)
 - Use bullet points where possible to keep responses brief
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◆ **Resources**

- **IR Dashboards:** [link or contact here]
- **SLOA Guidance:** [link or contact here]
- **Support Contact:** [name/email here]